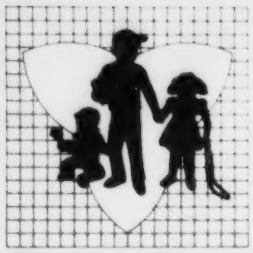

Child Care

Guidelines for the Determination of Available Income (Day Nurseries' Act)

Ontario
Ministry of
Community and
Social Services

John Sweeney
Minister

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INTRODUCTION

As you are aware, new regulations for social assistance were passed effective November 1, 1987. These regulations introduce some changes which will also apply to child care effective November 1, 1987.

The changes to social assistance which impact on child care programs primarily pertain to:

- Eligibility criteria for single parents; and
- Income charges for roomers and boarders

This document is structured in two parts:

- the details on the effects of the new social assistance rules on child care
- the revised guidelines for the "Determination of Available Income."

PART I - NEW SOCIAL ASSISTANCE RULES

As you are likely aware, new eligibility criteria for social assistance (Family Benefits, General Welfare) were introduced on November 1, 1987. With respect to social assistance, it is important to note that such assistance is conditional on a client meeting criteria at two levels;

- the test of social need i.e. categoric eligibility for Family Benefits or General Welfare Assistance - (clients must have a demonstrated inability to obtain employment, be lacking a spouse to help in the nurturing of children, or be disabled, etc.)

- the test of financial need - (clients, including spouses, must have financial resources which are below their level of financial need.)

The new rules will have an effect on tests at both levels. With respect to the test of social need, (FBA and GWA eligibility) the new rules change the conditions under which the test must include another adult of the opposite sex who lives with the applicant/recipient.

The old rules required the presence of such an other adult to be taken into account immediately when it was established that they had started living together. In the case of a single parent on Family Benefits, it meant that, depending on the nature of the relationship, the recipient might cease meeting the test of social need and eligibility as a single parent could be terminated. This rule could place single parents in economic jeopardy, i.e. neither eligible for social assistance, nor legally able to pursue support from anyone, (as the Family Law Act requires three years of continuous cohabitation in some cases, before a support obligation is created).

Under the new rules, the test of social need is designed to ensure that social eligibility as a single parent will end only where such a person is able to pursue support from someone else. In order to do this, the new social assistance rules closely follow the rules of the Family Law Act, (FLA), which determine when two adults have a support obligation to each other. The relevant section of the FLA states that a support obligation exists between;

Either of a man or woman who

(i) are legally married to each other; or

(ii) not being married to each other have lived together as man and wife
- continuously for a period of not less than three years; or
- in a relationship of some permanence if they are the natural or adoptive parents of a child.

The major effect on social assistance programs is that a single parent can reside with an adult of the opposite sex for up to a three year period without jeopardizing their status as a single parent during the three year period. (Of course, as under Family Law, if a single parent marries the other adult or has a child with the adult, a legal obligation to support would be created and eligibility as a single parent would immediately cease.)

The three year period will be counted from the time the co-residence started. At the end of the three years, the eligibility will cease unless the sole-support parent is able to show that the co-residence was not cohabitation. In this respect, economic, social and familial aspects of the relationship will be the determining factors.

It should be noted that, where a sole-support parent self-declares spousal status prior to the three year co-residency, he or she will immediately be treated as having a spouse.

With respect to the test of financial need, there are new rules to calculate the allowance of clients who live with other adults. These new allowance calculation provisions apply whether or not the other adult is of the opposite sex to the recipient. The new rules are based on the principle that adults should pay their fair share of the cost of shelter. The method of calculating the allowance will depend on the nature of the living arrangements. Three possible living arrangements are contemplated by the new rules, each with its own allowance calculation methodology:

Board and Lodging

Where a client (recipient) is providing board and lodging to another person, 40% of the gross income received will be charged against the allowance.

Rooming

Where a client (recipient) is providing shelter only to another person, 60% of the gross income received will be charged against the allowance.

Effects On Certain Needs Tests

In discussing the effects of new social assistance rules on child care programs, it is important to note the fundamental differences between social assistance and this program. The test for social need for social assistance operates in an open-ended context, insofar as all persons who meet the test receive the service, provided they are also in financial need. With respect to child care programs, not all persons who pass a social needs test and a financial needs test receive the service, as the programs are not mandatory.

In that regard, the new social assistance rules have a different effect on this program. These differential impacts will be highlighted as appropriate in the balance of this section.

The child care program has historically had an inherent concept of family responsibility, based on the traditional social assistance approach. However, with the new social assistance eligibility criteria, similar provisions must be extended to this area effective November 1, 1987.

In effect, this means that a person who applies for subsidy after November 1, 1987 will be financially assessed as a single adult, with dependent children, unless they are living with someone of the opposite sex who:

- has a legal obligation to support the person or any of the person's dependent children; or

- has declared spousal status along with the applicant

Only in these cases, will the financial resources of the spouse be taken into account in the needs tests. In situations where there is not a legal marriage and three years of continuous co-residence has elapsed, the applicant will be treated as a person in a spousal relationship and the financial resources of the other adult must also be considered. This treatment will apply unless the applicant can satisfy the needs testing authority that the co-residence did not amount to cohabitation, based on the economic, social and familial aspects of the relationship.

In reviewing the new approach determining who is in the 'family', it is important to note that the new terms and conditions under which a spouse is included should not render any particular case categorically ineligible. However, the new rules will likely impact on the assessed priority level of some families for a particular service. For example, in some locations, single parent cases are being given priority over two-parent families for the purposes of allocating a limited number of child care spaces.

The new rules will have the effect of prioritizing certain cases as single parent families, when they would have received a lower priority as a two-parent family under the old rules.

With respect to the test of financial need, the needs test has traditionally examined details of both client income and client shelter cost. In that regard, the new social assistance rules will impact on the needs tests. When an applicant declares they have a roomer or boarder, the income from the roomer or boarder, shall be treated in the following manner:

- Roomers - 60% of monies received from a roomer is to be charged as income;

- Boarders - 40% of monies received from a boarder is to be charged as income;

Note that in all the above situations, a minimum income charge of $40 will apply.

It is important to note that social assistance recipients automatically pass the test of need and receive full subsidy upon admission to the other programs. Accordingly, these changes should only affect needs test calculations performed for persons who are not recipients of social assistance.

When an applicant declares they are sharing the cost of shelter, only the applicant's share should be included in the needs test. In addition, when an applicant is receiving an economic contribution from another person, above and beyond their share of shelter cost, this should continue to be treated as income, as per current policy.

PART II - DETERMINATION OF AVAILABLE INCOME

1. Introduction

It is the policy of the Ministry that funds allocated to municipalities and approved corporations for the provision of day nurseries services must only be used to subsidize families with demonstrated financial need. A "person in need" is defined in the Regulations of the Day Nurseries' Act to be:

1. a person eligible for allowance under The Family Benefits Act,

2. a person eligible for general assistance under The General Welfare Assistance Act, or

3. a person who by reason of financial hardship, inability to obtain regular employment, lack of principal family provider, illness, disability or old age, has available daily income as determined in accordance with the Ministry needs' test, which is less than the per diem cost of providing day nursery services or private home day care, as the case may be, to his dependent children.

The Ministry has an approved form which is the only recognized needs' test for day nursery subsidies. The form is referred to as the "Determination of Available Income" Form 1 (number 0726). This form must be on file for all families which are receiving subsidy unless eligibility has been previously established by virtue of the fact that they are in receipt of benefits under The Family Benefits Act or The General Welfare Assistance Act.

The Guidelines for the Determination of Available Income must be followed by the municipalities. The guidelines apply to all subsidy applications for day care services provided by the directly operated municipal day care centres and the purchase-of-service agreements. Additionally these guidelines must also be followed by Ministry staff who approve subsidy applications for services to non-handicapped children in centres with which the Ministry has a direct agreement.

The Guidelines and the new needs' test form (Determination of Available Income) must be used for all new subsidy applications. In addition, the applicant must notify the municipality if there is a significant change in their financial situation which may alter their eligibility.

The municipality is responsible for ensuring that the needs' test is completed in accordance with the guidelines, and information must be verified (such as, net earnings, rent, heat, etc.). The forms must be administered by municipal staff who are specifically designated to process the applications. Daycare centre staff should not be involved in the application process. The forms must be signed by the applicant and the municipal administrator responsible for the daycare programme, or their designate. The Consent to Inspect Assets must also be signed.

Much of the form is self-explanatory; therefore, the Guidelines give instructions on how to complete the parts of the form related to Liquid Assets, Monthly Income, and Monthly Budgetary Needs. It is recognized that the Guidelines do not cover every possible situation; therefore, the municipality will exercise prudent judgement in interpreting an applicant's situation. Should ambiguity

exist, the municipality may consult with the Ministry's Area Office for clarification or assistance.

The municipality may set the ceiling amount on certain budgetary items. Where such is the case, the municipality should have a written statement which clearly enunciates its policy. Moreover, it must review the ceiling amounts periodically to ensure that they are current.

All documents related to needs testing are financial documents which should be retained for six years, which is consistent with Section 64(1) of the regulation 760/83 of The Day Nurseries Act.

2. Liquid Assets

The pre-requisite to completing the "Determination of Available Income" form is the consideration of liquid assets. "Liquid assets" is currently defined by the Regulations of the Day Nurseries' Act as "cash, bonds, debentures, stocks, the beneficial interest in assets held in trust and available to be used for maintenance, and any other assets that can be readily converted into cash." The liquid assets levels specified in the Family Benefits Act shall apply to the determination of eligibility for financial assistance under the provisions of the Day Nurseries' Act. Thus, if an applicant has liquid assets in excess of current FBA liquid assets levels, the applicant is to be deemed ineligible for subsidy and the form for "Determination of Available Income" need not be completed. Section 3 of the Family Benefits Regulations sets out the levels for the purposes of the Act. To clarify the levels to be applied for one and two parent families in the determination of eligibility under The Day Nurseries Act, the following table has been developed and may be followed without further reference to the Family Benefits Regulations:

Liquid Assets Levels

Family Size	Family Composition		Maximum Liquid Assets Allowable
2	One parent plus	1 child	5,000.
3		2 children	5,500.
4		3 children	6,000.
5		4 children	6,500.
			* Add $500. for each additional child
	OR		
3	Two parents plus	1 child	5,500.
4		2 children	6,000.
5		3 children	6,500.
6		4 children	7,000
			* Add $500. for each additional child

Note: If the parent or parents is/are disabled, the maximum liquid assets levels quoted above are increased by $500.00.

One exception to the pre-condition of the liquid assets level is permitted. A lump sum cash payment to a single parent from a separation, alimony, child support agreement or a life insurance benefit resulting from the death of a spouse, may be treated as an income to be earned over a period of time. For example, if a single parent (not disabled) with a two-year old child has $8,000 in liquid assets, the $3,000 in assets above the ceiling could be considered income to be received over 16 years (that is, assuming dependency of the child to age 18), and further divided by 12 to arrive at a monthly amount with is entered as Item 7. This approach to the treatment of such liquid assets does not unfairly penalize the recipient of a lump sum payment where such payment is intended for child support over a period of time. In addition to verifying the amount of liquid assets, source of these lump sum payments should be verified.

In addition, in determining the liquid assets of a family an exemption should be made for the principal residence or dwelling place of the family. Any interest in other real property should be included in liquid assets. The definition of liquid assets is consistent with the definition contained in the Family Benefits and General Welfare Assistance Regulations. For a more specific delineation of what is to be considered a liquid asset or how to treat a specific situation reference should be made to municipal policy in this area.

3. Monthly Income

Part I - Monthly Income includes all income received by husband and wife but not that of dependent children. Sons and daughters, relatives and other persons, working or in receipt of some kind of income and living in the same household are considered to be boarding, sharing and/or rooming. Their income should be excluded from family composition and the contributions they make to the household listed under boarder Revenue and/or Rental Revenue as the case may be.

In addition to earnings from employment, income shall include all payments received from:

a) any pension plan, annuity, superannuation scheme or insurance benefit

b) separation, alimony or child maintenance order or agreement

c) unemployment insurance benefits or training allowances

d) regular or periodic payments received under a mortgage, agreement for sale or loan agreement

For a definition of income to be excluded, please refer to the Family Benefits Act, Section 13 of the Regulations.

The following is a list of those items most frequently or normally encountered which are to be excluded from income according to Section 13 of the Family Benefits Regulations which have not been addressed in the Guidelines;

- 40% of the gross income as determined by the Director is received from the rental of land or a garage
- family allowances
- a child tax credit
- a payment received under The Vocational Rehabilitation Services Act
- assistance received under The General Welfare Assistance Act, other than general assistance
- donations received from a religious charitable or benevolent organization
- payments approved by the Director received from any agency or governmental source on behalf of a child other than the family's own (i.e. payment for a child under a Probation and Aftercare Program but not payments for a foster child)
- casual gifts of small value
- casual payments of small value
- an Income Tax refund
- student awards, grants and bursaries
- payments pursuant to the Indian Act

The above list does not include all the exclusions to income included in Section 13(2) of the Family Benefits Regulations but only those items which are most likely to be encountered. If there is doubt about an item, a careful check of Section 13(2) should be made as well as a review of municipal policy in this area.

The intent is to ensure as closely as possible consistency regarding allowable monthly income among Ministry supported programs. Therefore, the Guidelines for the Determination of Available Income outlined in a general way the types of payments that are to be included in income and referred the reader to Section 13 of the Family Benefits Act for a definition of items to be excluded from income. However, since Section 13 of the Family Benefits Regulations must be referred to with caution and must be read in conjunction with the other sections of the Regulations the following clarification is being put forward:

> Section 13(2) 1. of The Family Benefits Regulations allows for a deduction from employment income for work-related expenses. This Section does not apply to determination of monthly income in Form 0726, as Section 68(5) of the Day Nurseries Regulations allows for an exemption on net earnings (Item 1 of Form 0726) of up to 25 per cent.

Item 1 - Net Earnings:

Deductions allowed to arrive at net earnings are income tax, company pensions plans, C.P.P., unemployment insurance and compulsory deductions.

Deductions to pay for savings bonds, credit union savings, garnishees and payments on loans cannot be taken into account and if deducted as source should be added back to net monthly income.

O.H.I.P. premiums deducted to arrive at net earnings may not later be allowed as expenses.

Applicants should be asked to produce a pay slip or equivalent statement so that this information can be verified. Average weekly and biweekly earnings are to be converted to monthly earnings.

For self-employed persons, the Administrator shall require sufficient financial records, e.g. previous year's income tax return and financial statements to determine the net income derived from an interest in or operation of a business.

Item 2 - Boarder Income:

40% of monies received from a boarder is to be charged as income.

Item 3 - Rental Income:

60% of monies received from a roomer is to be charged as income.

Note that in all the above situations, a minimum income charge of $40 will apply.

As at present, when an applicant is receiving an economic contribution from any other person, such a contribution shall be treated as income. Note that an economic contribution does not include instances where a co-resident is merely paying his or her share of the shelter costs.

It is important to note also that social assistance recipients automatically pass the test of need and receive full subsidy upon admission to the other programs. Accordingly, these changes should only affect needs test calculations performed for persons who are not recipients of social assistance.

Item 4 - Pension:

Enter all pensions received from any source.

Item 5 - Unemployment Insurance or Training Allowances:

Enter monthly amounts or average monthly amounts received.

All federal income maintenance payments must be taken into account in their gross sum even if income tax has been deducted.

Item 6 - Separation, Alimony, or Child Maintenance Payments:

Enter monthly or average monthly amounts actually received.

Item 7 - Other (Specify):

Enter all other monthly amounts or average monthly amounts actually received except those specifically excluded under "Monthly Income".

Item 8 - Monthly Income:

Total of amounts for Items 1 - 7.

4. Monthly Budgetary Items

Item 9 - Basic Needs:

The amount for basic needs shall be determined in accordance with Schedule C subject to Section 12(3) 4.i and 4.ii of the Family Benefits Act, Ontario Regulation 318. To clarify the amounts to be used for one and two parent families in the determination of eligibility under The Day Nurseries Act, the following table has been developed and may be allowed without further reference to the Family Benefits Regulations.

Monthly Allowable Amounts for Basic Needs Minus Shelter
(Item 9 of Form 0726)

Number of Children	Ages of Children			Number of Parents	
	16 Yrs. + Over	10-15 Yrs.	0-9 Yrs.	One Parent	Two Parents
0	0	0	0	$294.	$524.
1	0	0	1	$487.	$615.
	0	1	0	$508.	$630.
	1	0	0	$550.	$669.
2	0	0	2	$578.	$701.
	0	1	1	$599.	$716.
	0	2	0	$614.	$725.
	1	0	1	$641.	$755.
	1	1	0	$656	$764.
	2	0	0	$695.	$795.
3	0	0	3	$664.	$787.
	0	1	2	$685.	$802.
	0	2	1	$700.	$811.
	0	3	0	$709.	$820.
	1	0	2	$727.	$841.
	1	1	1	$742.	$850.
	1	2	0	$751.	$859.
	2	0	1	$781.	$881.
	2	1	0	$790.	$890.
	3	0	0	$821.	$921.

Note:

1. For each additional child, add the amount identified below, depending on the age of child:

   Age 0 - 9 $86. monthly
   Age 10 - 15 $95. monthly
   Age 16+ $126. monthly

2. Always take the children in order of age beginning with the oldest and moving to the youngest when using the above table or adding additional children.

The amounts in Schedule B are periodically revised by the Ministry and such revisions should be incorporated into municipal day nurseries needs-testing policies and procedures as they occur.

Item 10 - Special Diets:

Enter the actual cost of any special type of diet specifically recommended by a physician.

Item 11 - Heat:

Actual monthly cost on an equal billing arrangement or the annual cost divided by 12.

Item 12 - Telephone:

Enter basic monthly rate for one black phone.

Item 13 - Subtotal:

Enter the total of Items 9, 10, 11 and 12.

Item 14 - Contingencies:

Enter an amount equal to but not exceeding 20% of the Sub-total (Item 13).

Item 15 - Subtotal:

Enter the total of Items 13 and 14.

Item 16 - Rent:

Enter the actual amount paid up to the maximum amount permitted by municipal policy. The municipality should set a maximum allowable rent which is reflective of local costs.

While each municipality should set maximum allowable rent levels which are reflective of local costs, the maximum levels which cannot be exceeded according to the Guidelines for the Determination of Available Income are outlined in the table below. The table includes amounts equal to twice the amount at which the provincial shelter subsidy maximizes per Section 12(3)7 of The Family Benefits Regulations and may be followed without further reference to the Family Benefits Regulations.

Rent Levels

Family Size	Family Composition	Maximum Monthly Rent Levels Allowable
2	One parent plus 1 child	$1001.00
3	2 children	$1046.00
4	3 children	$1096.00
5	4 children	$1143.50
6 or more	5 or more children	$1193.50
	OR	
3	Two parents plus 1 child	$1046.00
4	2 children	$1096.00
5	3 children	$1143.50
6 or more	4 or more children	$1193.50

Item 17 - Mortgage (Principal and Interest):

Enter the actual amount paid up to the maximum permitted by municipal policy. The maximum for mortgage payments may not exceed the maximum allowed for rent by the Province in Item 16.

Item 18 - Property Taxes:

Enter the actual monthly amount paid or the amount due divided by 12 for the principal place of residence only.

Item 19 - Debt Payments:

Enter the actual monthly amount paid up to the maximum amount permitted by municipal policy subject to any restrictions on the types of debt to be allowed by municipal policy.

Item 20 - Travel and Transportation:

The actual monthly costs of round-trip transportation to the day nursery and place of employment either by public transit or by private automobile may be claimed, subject to any restrictions by municipal policy. It is incumbent upon the applicant to utilize the most cost efficient means of transportation. The municipality may set a maximum limit.

Item 21 - Drugs:

The actual costs of drugs prescribed by a physician that are not covered as part of an insurance plan. Whenever possible the lowest cost generic drug should be purchased.

Item 22 - Dental Services:

Actual annual expenses divided by 12 and are consistent with the fee schedule of the O.D.A. The municipality may wish to establish a maximum based on previous experience of actual costs on this item.

Item 23 - Optical Services:

Actual annual expenses divided by 12 not covered under an insurance plan and are deemed reasonable. The municipality may wish to establish a maximum based on previous experience of actual costs on this item.

Item 24 - Health Services:

Health Insurance premiums not deducted at source plus the actual cost of extraordinary expenses not covered by an insurance plan. These extraordinary costs, once specifically allowed by the Administrator and verified that they have in fact been incurred, should be amortized over a 12-month period.

Item 25 - Other (specify):

Item to be included should either be contained in a written statement of municipal policy or subject to the approval of the Administrator. Categories of reasonable items of expenditure may include:

a) Life insurance and property insurance premiums.

b) Cost of child care for other dependent children under the age 12 not enrolled in a day nursery.

c) Coin laundry costs.

Item 26 - Monthly Budgetary Items:

Total of Items 15-25.

Item 27 - Monthly Income Less Monthly Budgetary Items:

Enter remainder of Item 8 minus Item 26.

Item 28 - Exemption on Net Earnings:

An exemption on net earnings may be applied. Section 68(5) of the Regulation 760/83 of the Day Nurseries' Act states that:

> In determining a person in need there may be excluded in determining available income an exemption on net earnings not exceeding an amount equal to 25 per cent of the monthly net earnings of the person.

This provision applies to Net Earnings (Item 1) only and not the total net income (Item 8).

To complete this item enter Item 1 - Net Earnings multiplied by the % exemption up to the maximum and enter the amount on line 28.

Item 29 - Available Monthly Income:

Subtract Item 28 from Item 27, or repeat Item 27 if no exemption is to be deducted.

5. Abbreviated Procedures For Low-Income Families

It is apparent that where an applicant has very limited total monthly income as determined by Part I of the needs test form, the completion of Part II is unnecessary to determine that no available monthly income exists after minimal budgetary needs have been met. Likewise expenditure verification procedures are time-consuming and unnecessary. Thus, the identification of liquid assets and income are sufficient determinants of eligibility for full subsidy in instances where income is very limited. The only exception to this pattern arises where the applicant's monthly shelter costs are relatively low (for example, social assisted rent-geared-to-income housing). Therefore, to streamline application procedures for families of limited income, the municipalities may establish levels of net monthly income (Item 8) at or below which full documentation of monthly budgetary needs (Item 9-28) is not required as long as monthly shelter cost (Item 16 or Items 17-18) exceeds the shelter cost allowed in Schedule B of the F.B.A. Accordingly, if the applicant's income equals or is below the income ceilings quoted in the Guidelines and their shelter costs are at or above the minimum levels quoted in the table, full documentation of their budgetary needs can be eliminated.

Where the actual shelter costs of an applicant of low income falls below the relevant amount in the following table, full documentation of the budgetary needs may not be necessary if the following conditions are met. If the established income ceiling is reduced by the same amount by which the applicant's shelter costs fall below the minimum shelter level allowed and their net monthly income still falls below this ceiling, then full documentation of their budgetary needs can be eliminated.

Shelter Levels For Abbreviated Procedures Method

Family Size (Sum of No. of parents and children)	Minimum Monthly Shelter Levels Allowable
2	$130
3	$135
4	$140
5	$145
6	$150

Note:

For each additional family member add $5.00 to the minimum monthly shelter level.

Municipalities wishing to adopt this abbreviated procedure must receive written approval for the proposed levels from the Area Manager, Ministry of Community and Social Services. In arriving at a level appropriate to a particular community, the municipality should select the income level at which past needs-testing practice has resulted in the determination of eligibility for full subsidy, assuming that the applicants were paying a rent equal to the shelter cost allowed in Schedule B of the F.B.A. That is, actual rents cannot be used in determining the income levels for the abbreviated procedure.

The maximum levels stated above for 1987 may be adjusted annually by the Area Manager to reflect the approximate increase in the cost of living. Even municipalities which opt to utilize the abbreviated procedure, as approved by the Area Manager, must use the Ministry approved form for the "Determination of Available Income". Under no circumstances can some other form be substituted nor can other documentation requirements be omitted (for example, completion of the Consent to Inspect Assets).

In summary, the information related to the family composition, liquid assets, and Part I - Monthly Income would be completed in the usual way, plus Items 16 or 17-18. If the applicant's income fell below the prescribed level and the shelter exceeded the shelter cost allowed in Schedule B of the F.B.A., then $0.00 could be entered as Items 29 and 30. The forms would be dated, signed, processed and filed in the normal way.

6. Approved Corporations

The Ministry has direct agreements with some privately operated daycare centres (hereafter referred to as approved corporations) to provide a day nursery service to families who qualify for subsidy.

The guidelines for the determination of Available Income apply to subsidy applications for spaces available in the approved corporations.

The Area Manager will set the maximum amounts permitted for those budgetary items which require a municipal policy. The ceiling amounts permitted should be consistent with those in comparable municipalities.

The Area Manager will assign to Ministry staff the responsibility for processing the subsidy applications; that is, completing the application verifying the information, making the calculations, and keeping the information up-to-date on at least a semi-annual basis. All these tasks are the responsibility of Ministry staff - not daycare centre staff.

APPENDIX I

"DETERMINATION OF AVAILABLE INCOME" FORM

Ministry of Community and Social Services
Ontario

Determination of Available Income

Day Nurseries Act

Name of Parent	Telephone number Residence	Business
Address	Social Insurance number Mother	
	Father	

Family Composition - Adults and Children

Name	Age	School or Occupation

Liquid Assets

Type	Amount
Total	

Part I - Monthly Income (Adults)

1. Net Earnings $	
2. Boarder Revenue $	
3. Rental Revenue $ x 60%	
4. Pension	
5. Unemployment Insurance or Training Allowance	
6. Separation or Alimony Payment	
7. Other (specify)	
8. Monthly Income (Items 1 to 7)	

Part II - Monthly Budgetary Needs (Family)

9. Basic needs - See Guidelines	
10. Special Diets	
11. Heat	
12. Telephone	
13. Sub-total	
14. Contingencies - 20% of Item 13	
15. Add Items 13 and 14 Sub-total	
16. Rent	
17. Mortgage Payment (Principal and Interest)	
18. Property taxes	
19. Debt payments	
20. Travel and transportation	
21. Drugs	
22. Dental Services	
23. Optical Services	
24. Health Services	
25. Other - as approved	
26. Add Items 15 to 25 Sub-total	
27. Available Monthly Income less Budgetary Items (Item 8 less Item 26)	
28. Exemption on Net Earnings Item 1. $ x %	
29. Available Monthly Income (Item 27 less Item 28)	

I certify that the above information provided by me is correct.

Date	Signature of Parent
Date	Signature of Administrator or Designate (Municipal staff)

0726 (11/82) formerly 30-00-007

Part III - Computation of Available Daily Income

30. Available daily income = total available monthly income (Item 29 above) divided by 21.75 x number of children in family enrolled in day care program

$ _____ = $ _____ / 21.75 x

Part IV - Calculation of Monthly Cost to Municipality or Band
(For use of Municipality or Band only)

31. Total monthly cost of day nursery services or private home day care under agreement:

$_____ per day x _____ (aggregate number of days for all children in family enrolled in day care program

32. Parental contribution = Available daily income (Item 30) x aggregate days of service for all children in the family enrolled in the day care program

Item 30_____ x days of service

33. Monthly cost to Municipality or Band

Item 31 _____ less Item 32

Completion of this form must be in accordance with the Ministry **Guidelines** for **Determination of Available Income**

Consent to Inspect Assets

I, _____, an applicant for services und *Day*

Nurseries Act, and I, _____, spouse of the above applicant
(complete only where applicable)

consent that:

1. The Administrator or his authorized representative

inspect and have access to any account or safety deposit box held by me alone or jointly, in any bank, trust company or other financial institution or to any assets held by me or on my behalf by any person, or any records relating to any of them.

2. The Administrator or his authorized representative

secure information in respect of any life or accident insurance policy on my late spouse.

_____
(Name of late spouse - complete only where applicable)

Dated at _____, this _____ day of _____, 19_____

Witness: _____ Signature of Applicant: _____

Address: _____

Dated at _____, this _____ day of _____, 19_____

Witness: _____ Signature of Spouse where applicable: _____

Address, if different: _____